



# Bowling Manager

## Announcement # JB-06210

**Salary: \$16.53-46.96 per hour    Series/Grade: NF-1101-04**  
**Naval District Washington - Fleet and Family Readiness Program**  
**Department of the Navy Non-Appropriated Funds**

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**LOCATION: Potomac Lanes- JB Anacostia Bolling**

OPENED: 4 October 2010  
FIRST CUT OFF: 14 October 2010  
CLOSES: Open Until Filled

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**AREA OF CONSIDERATION: ALL SOURCES**

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**Regular Full Time (35-40 hours per week) With Benefits**

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Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnic.navy.mil/ndw/Jobs/index.htm> To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032. A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please Direct Inquiries to: (202)767-8545

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### **DUTIES AND RESPONSIBILITIES:**

Responsible for the economic and efficient operation of Bowling Center, which includes at least 24 lanes, pro shop, equipment maintenance and repair, facilities and/or snack bar. Implements higher level directives, formulate procedures and programs to ensure high standards of recreational and promotional efforts. Promotes, schedules, and manages the conduct of tournaments, matches, and other special events, and programs necessary resources for the purchase of supplies, equipment and resale merchandise. Oversees the operation of the pro shop and directs conduct of bowling lessons. Carries out necessary liaison with other staff officials that support Center activities, Bowling League participation, market products and events, purchase of bowling equipment and accessories, etc. Responsible for acting on internal and patron problems with minimal adverse impact on functional programs.

Plans, organizes work and manages internal resources to ensure maximum productivity and economies. Prepares financial plan, budgets, inventories, cost controls, and related records and reports. Reviews the financial status of the assigned activity and recommends changes considered necessary. Either directly or indirectly through subordinate supervisors, manages activity employees. Trains, schedules work, appraises performance, counsels assigned personnel, and recommends personnel actions. Effectively supports the Marine Corps Equal Employment Opportunity policy, and ensures compliance with fire safety, security, and other environmental issues. Manages new property resources and provides advice on renovations and improvements. Maintains and enforces security for funds, merchandise, supplies and equipment to preclude or minimize the potential for fraud, waste and abuse. Must be alert to alcohol abuse and take appropriate action. Performs other related duties as assigned.

### **QUALIFICATIONS:**

A minimum of four years experience that demonstrates progressively responsible administrative, professional, technical work involving knowledge and application of bowling, bowling equipment and facilities, and recreational activities. Knowledge of NAF policies and procedures preferred. Ability to Supervise. Must demonstrate ability to deal effectively with subordinates, supervisory and management officials and patrons. Ability to communicate both orally and in writing.

**Visit our web site:**

**<https://www.cnic.navy.mil/ndw/Jobs/OpenPositions/index.htm>**

**Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified.**

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.